



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Police Captain
Class Code Number	6220

General Statement of Duties

Directs, manages, supervises, and coordinates the programs and activities of a major division within the Police Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to direct, manage, supervise, and coordinate the organization, staffing, and operational activities for an assigned Division within the Police Department, including Field Operations, Criminal Investigations, or Management Services. The work is performed under the supervision and direction of the Police Chief, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over all divisional personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a variety of emergency and non-emergency situations which may involve exposure to potential personal danger.

Examples of Essential Work (Illustrative Only)

- Directs, manages, supervises, and coordinates the organization, staffing, and operational activities for an assigned Division within the Police Department, including the Field Operations, Criminal Investigations, or Management Services Division.
- Plans, organizes, directs and evaluates the work of divisional personnel in implementing the expressed goals, policies and directives of the Police Department;

- Provides administrative management, leadership, and motivation to divisional personnel to facilitate the provision of efficient and effective public safety measures, and to ensure the maintenance of a positive quality of life for all City residents and the general public;
- Confers with the Police Chief in the development and implementation of goals, objectives, policies, and priorities for assigned programs and activities, including monitoring and evaluating the efficiency and effectiveness of service delivery needs, and making appropriate recommendations regarding the administration of policies and procedures, and service and personnel needs;
- Assesses and monitors the effectiveness and efficiency of service delivery methods and procedures, including assessing work load, administrative and support systems, and internal relationships, and makes appropriate recommendations for improvements to the Police Chief;
- Plans, organizes, directs, and evaluates the work of Departmental personnel in implementing the expressed goals, policies, and directives of the City Police Department;
- Participates in various aspects of personnel administration, including selecting, training, motivating, and evaluating assigned personnel;
- Oversees training and educational directives throughout the organization, including coordinating staff training, identifying employees' deficiencies, and implementing discipline and termination procedures as necessary;
- Plans, directs, coordinates, and reviews the work plan for assigned Division, including meeting with personnel to identify and resolve divisional problems, assigning work activities, monitoring work flow, and reviewing and evaluating completed work to ensure efficiency;
- Participates in the development and administration of the Division's annual budget, including estimating operational funds for staffing, equipment, materials, and supplies, monitoring and approving expenditures, and directing and implementing adjustments as necessary;
- Communicates with all related personnel in efforts to encourage, motivate, promote leadership, and encourage teamwork in accomplishing the objectives set forth by the department;
- Provides effective professional liaison between the Police Department and other City departments, divisions, outside agencies, and the general public;
- Serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities;
- Addresses complaints or concerns from the public regarding significant and/or controversial issues, and takes appropriate measures as necessary to ensure an expedient and satisfactory resolution;
- Provides administrative assistance to the Police Chief, including preparing and presenting staff reports, and other related correspondence as required;
- Coordinates management meetings, addresses any problems or concerns, and takes appropriate measures to facilitate a timely and efficient resolution;
- Monitors the work of all divisional law enforcement personnel to ensure all official Police Department business is conducted in a professional manner and in accordance with established laws and procedures;
- Provides leadership and administrative expertise during major emergency situations and natural disasters utilizing ICS and standardized emergency management system(SEMS) regulations, including participating in organizing operations center, call back of personnel and equipment resources, providing active management of emergencies and disasters utilizing City's emergency action, and participating in organizing, planning, and practicing EMS training;
- Provides computer systems management for the Department, including maintaining Department computers, providing technical support and advice to departmental personnel, researching and making recommendations on new software, and troubleshooting software as necessary;
- Participates on a variety of boards, commissions, and professional group meetings;

- Assumes the responsibilities and duties of the Police Chief in his/her absence;
- Stays abreast of new trends and innovations in the field of law enforcement;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of the principles and practices of law enforcement administration and management techniques;
- Comprehensive knowledge of the organizational and management practices of law enforcement program development and administration;
- Comprehensive knowledge of the technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property;
- Comprehensive knowledge of Federal, State, County, and City Municipal codes, laws and regulations;
- Comprehensive knowledge of criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals;
- Comprehensive knowledge of standard Police practices, methods, and procedures, including patrol, crime prevention, traffic control, investigation, and identification techniques;
- Comprehensive knowledge of Criminal Law and criminal procedures, including references regarding apprehension, arrest, and custody of offenders, and rules relating to the seizure and preservation of rules of evidence;
- Comprehensive knowledge of offensive and defensive weapons nomenclature and theory;
- Comprehensive knowledge of appropriate self defense tactics;
- Comprehensive knowledge of effective and appropriate interviewing and interrogation techniques;
- Comprehensive knowledge of first aid and CPR procedures;
- Comprehensive knowledge of the safe and appropriate use of firearms and other related police equipment;
- Comprehensive knowledge of the principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement;
- Thorough knowledge of the general principles and practices of supervisory, training, and administrative principles and practices, and budget preparation methods;
- Ability to provide effective supervision, training, leadership, and motivation to assigned division personnel;
- Ability to effectively interpret and apply laws, regulations, policies, and procedures;

- Ability to gain knowledge of supervisory and administrative techniques and methods, including budget preparation methods;
- Ability to meet required first aid standards as prescribed by the State of California, and to effectively administer appropriate first aid as necessary;
- Ability to demonstrate skill and efficiency in firearms use;
- Ability to effectively apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement;
- Ability to effectively maintain composure under adverse conditions such as public harassment, critical injuries, and death;
- Ability to establish and maintain effective working relationships with supervisory personnel, other City employees, City officials, and the general public from a variety of racial, ethnic, and economic backgrounds;
- Ability to analyze situations quickly and objectively, and to recognize actual and potential dangerous situations, and to determine proper course of action;
- Ability to present evidence in court in an effective and professional manner;
- Ability to work flexible hours and shifts as assigned;
- Ability to prioritize work and work independently using good judgement in decision-making;
- Ability to administer defense tactics and other defensive measures in a diplomatic and appropriate manner;
- Ability to effectively employ a variety of patrol tactics in the enforcement of laws, including spatial distancing, verbal and non-verbal communication, utilizing specialized tools and equipment, firearms, and self-defense techniques;
- Ability to safely and effectively operate a patrol vehicle at high rates of speed requiring good judgement and quick reflexes to ensure for one's personal safety and the safety of other motorists and the general public;
- Ability to effectively observe and accurately recall names, faces, numbers, incidents, and places;
- Ability to meet physical requirements established by Department;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Associate's Degree in Police Science, Criminal Justice, Law Enforcement Administration, or a related field; and
- Some (one to three years) experience as a Police Sergeant and/or Police Lieutenant.

Required Special Qualifications

- Valid Class C California State Driver's license;
- P.O.S.T. Advanced Certificate;
- Ability to obtain a P.O.S.T. Middle Management Certificate within the required time period as determined by the Department.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to observe and identify criminal activity, read and report license plates, and efficiently operate law enforcement equipment and firearms as required;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate law enforcement equipment and vehicles, render aid to the public, detain criminals, and administer sobriety and other field tests as required;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to move heavy objects, easily access tight spaces and confined areas, and sit for extended periods as required.